

# 2004 WLTW

Worldwide Logistics Training Workshop



8-12 March 2004  
Sparkman Center  
Redstone Arsenal, AL

***"UNLEASHING THE POWER OF LOGISTICS  
FOR THE WARFIGHTER"***

<http://www.logsa.army.mil>

## Commander's Introduction to LOGSA

As Commander of the USAMC Logistics Support Activity, I would like to welcome you to our organization. Our focus today -- and beyond 2020 -- is the successful strategic Transformation and Readiness support to our Armed Forces. Our homepage provides valuable insight into our organization, and is a means of letting you access a wealth of logistics information. As a result of developing logistics systems and other defense changes, LOGSA is a DoD Center of Excellence for integrated logistics data. LOGSA is a dynamic organization dedicated to providing integrated world-class logistics information and support for America's warfighters. As a valuable asset of AMC, our personnel accomplish their mission with a single focus -- support the warfighter.

Our operation is state-of-the-art in a rapidly changing data integration environment. You are encouraged to explore our homepage, and visit our web-based logistics product pages, to include WEBLOG, to obtain data on a wide range and variety of logistics information products and services through the power of the latest information technology. The dynamic LOGSA Logistics Integrated Data Base (LIDB) provides the technical framework for us to leverage technology with the goal of improving our support to you. Critical readiness tools are available today to plan and participate in any contingency operation.

We provide the warfighter with valuable logistics management and materiel readiness support. Our workforce of over 500 soldiers, civilians, and contractors are dedicated to providing you with the best possible tools, techniques, and logistics products and services that will enhance your readiness posture. To complement your capabilities, we employ temporary travel to deliver timely and effective training and assistance to military personnel and units operating around the globe. Our readiness information enables us to make significant contributions as our Army transforms into a network-centric force that is lighter and more mobile, but which retains the lethality of our current, heavier forces. If you have a question, comment, or concern, I invite you to contact us.

**KURT WEIDENTHAL II**  
Colonel, OD  
Commanding



## *Welcome to the WLTW 2004*

Welcome to USAMC Logistics Support Activity's (LOGSA) WLTW 2004!! I personally want to encourage your participation in this year's WLTW, 8-12 Mar 2004 at Redstone Arsenal, Alabama. This annual event brings not only Army, but DoD's logistics personnel together in a single forum to not only learn about, but discuss and share, our logistics challenges and successes during these busy times. This year's theme is “Unleashing the Power of Logistics for the Warfighter”.

The WLTW will be a showcase of logistics tools and programs that support the warfighter. LOGSA manages key logistics information for our warfighters around the globe. We have matured many of our products and services and created several new capabilities to better support your requirements. Our organization has new and updated logistics knowledge and capability to share that can be of premium use to your staff. Training will also be provided by numerous organizations across the logistics community.

Both the agenda and the workshops will offer briefings and training on emerging web-based applications and changes to existing systems. In fact, if you have topics you would like presented or would like to present in a workshop, classroom, or hands-on training environment, please contact us at the address below with your request.

I believe the WLTW provides an opportunity for attendees to receive instruction and obtain a wide range of information on logistics systems, programs, and initiatives. It provides auditorium, classroom, hands-on, and one-on-one training, as well as help desk support. Furthermore, this provides an opportunity for everyone to meet his or her customers. While we all interact in various modes with today's technology, this workshop provides everyone with a face-to-face exchange--from the soldier-in-the-field to the wholesale manager at the national level, along with DA and AMC representatives. This workshop at Redstone Arsenal is more comprehensive than the regional small group training events during the year.

Again, I encourage your participation in this year's WLTW. I look forward to talking with you at the workshop. Please feel free to contact my office for any additional information. Our telephone number is COMM (256) 313-6698 and DSN 897-6698. My email address is [marcia.byrnes@logsa.army.mil](mailto:marcia.byrnes@logsa.army.mil). I hope to see you there!

**Marcia Byrnes**  
WLTW Program Manager





1. This message announces the scheduling of the USAMC Logistics Support Activity (LOGSA) **Worldwide Logistics Training Workshop (WLTW)** formerly known as **Major Item Training Workshop (MITW)** for the week of 8 - 12 March 2004. The workshop begins at 0900, 8 March 2004, and ends at 1400, 12 March 2004, in the Bob Jones Auditorium at the Sparkman Center, Redstone Arsenal, Alabama. The workshop is hosted by the LOGSA Commander. We believe the WLTW provides an opportunity for attendees to receive instruction and obtain a wide range of information on logistics systems, programs and initiatives. It provides auditorium training, classroom training, hands on computer training, one-on-one training, and Help Desk support. We all interact in various modes with today's technology, and this workshop provides a chance for customers and support staff to meet face-to-face, including representatives from the tactical, national, strategic and joint arenas. This workshop at Redstone Arsenal is more comprehensive than the regional small group training events conducted by LOGSA during the year.

2. **Registration:** For your convenience you can register on-line by completing the 2004 WLTW Registration Form. We encourage everyone to use this on-line registration. We ask you to provide us with a registration form for **each** attendee to ensure that we have the proper number of handouts and workshop materials available.

3. **Registration Fee:** A reimbursable fee of \$100 for government employees and \$150 for non-government employees will be charged for the workshop (make sure you have a statement in the remarks block, on your orders, that a "Workshop fee of \$100/\$150 is required to attend the workshop"). So that you will get reimbursed, the \$100/\$150 fee can be paid by check or money order made payable to "Defense Finance and Accounting Services (DFAS) St. Louis" or simply "DFAS - St. Louis". LOGSA will have representatives at The Redstone Officer and Civilians Club and (designated hotels) to collect the fee and provide you with training materials, to include visitor badges and parking passes for the workshop (look for signs at the hotels listed in this message). Recommend every effort be made to take advantage of the 7 March 2004 check in. This process allows us to begin promptly at 0900 on 8 March 2004.

4. **Dress:** Duty dress for this event is business attire for civilians and class B or BDUs for military.

5. **Security: Change for this Year.** All briefings, workshops, and training sessions at the WLTW are unclassified. Please note that the DA Form 1663, Request for Visit Authorization, will only be required for individuals who might have a need to access classified information or need to visit a classified area while attending the WLTW. The FAX number for that purpose is DSN 645-0872/897-6689 or commercial (256) 955-0872/313-6689.

6. **Agenda Information Includes:** Army Total Asset Visibility (ATAV), Continuing Balance System - Expanded (CBS-X), Computer Based Training (CBT), Distribution Execution System (DES) 4.4, DES REQVAL Automated Redistribution System (RVARS), Force Info - Multi-compo & Army Force Structure, Global Combat Support System- Army (GCSS-A), Logistics Integrated Data Base (LIDB), Pipeline, Logistics Modernization Program (LMP), Logistics Total Army Authorization Document System (LOGTAADS), Major Item Requisition Validation (MIRV) / Equipment Release Priority Sequence (ERPS), Department of Defense Activity Address Code (DODAAC), Sets/Kits and Outfits Tools (SKOT), TAMMS Equipment Data Base (TEDB), Unique Item Tracking (UIT), Item Data, Closed and Open Work Order Reporting, Serial Number Tracking, Readiness Reporting, Maintenance, Usage Reporting, Distribution Management, Readiness Predictive Analyzer (RPA), Parts Tracker Plus, WEBLOG, and the Property Book Unit Supply Enhanced (PBUSE). In addition to the logistics training being provided, personnel from HQDA, Quartermaster Warrant and Noncommissioned Officer branches, will conduct an overall briefing and offer individual professional development sessions. These topics are listed alphabetically and not in order of importance or presentation. A firm schedule of listed events will not be made final until the day of the workshop. We have learned with such a large workshop that something always changes in our schedule all the way up to the last day. Thanks in advance for your understanding on this issue. Our format works out so that we have something available at all times for a wide range of users, whether it is in our main auditorium for larger audiences or in an individual workshop for more detailed instruction. Reminder, there is an entry on the on-line registration form to request additional topics be added to the agenda. We need your input to make this workshop relevant to you! We encourage you to routinely check our website for changes or additions to our Agenda.

**7. Additional LIDB Training:** We are excited to announce an LIDB Training Workshop at Redstone Arsenal in conjunction with the Worldwide Logistics Training Workshop (WLTW). LIDB workshop dates will be 3-5 March 2004, followed by the WLTW, 8-12 March 2004. This training is only open to WLTW attendees; OCONUS travelers have priority. If you would like to reserve a slot for the LIDB training workshop from 3-5 March 04, you must first register online and receive a confirmation that your name has been added to the WLTW attendee roster. Once that is done, email your LIDB training workshop request to [helpdesk@logsa.redstone.army.mil](mailto:helpdesk@logsa.redstone.army.mil). Training will be conducted in the Sparkman Center, Building 5309, Room 9324 (Electronic Meeting Room). More information will follow once students are selected. There are no tuition fees associated with this training. All TDY costs are the responsibility of the sending unit. The workshop will run from 0900, 3 March 2004, through 1600, 5 March 2004. The LIDB course will cover hands-on instruction in the following business processes in the version 6.0 release: Force, Item, Assets, Readiness, Maintenance, Pipeline, and related products. The workshop will be devoted to LIDB/WebLIDB modules and instruction on WebLOG products. Again, if you would like to attend this LIDB workshop, please send the request to: [helpdesk@logsa.redstone.army.mil](mailto:helpdesk@logsa.redstone.army.mil) and put “LIDB Training” in the subject. Please note that all personnel selected for the training must confirm attendance NLT 28 April 2004. If you have specific LIDB Training Workshop questions, call DSN 645-0529/0523, COMM 256-955-0529/0523.

**8. Airports:** Attendees flying to this event should consider Huntsville International Airport as the preferred airport. Birmingham, AL and Nashville, TN also have international airports but are approximately 2 hours driving time from Huntsville, AL. Orders should reflect travel destination as “Huntsville, AL” rather than “Redstone Arsenal, AL” (non-availability statements might be required for travel destination of Redstone Arsenal).

**9. Emergency telephone numbers:** While in Huntsville, the emergency work number will be DSN 897-6698/645-8060, commercial (256) 313-6698/955-8060, FAX DSN 645-0872/897-6698, commercial (256) 955-0872/313-6698. We will monitor these numbers throughout the day. After normal duty hours, please phone: commercial (256) 955-7716 or DSN 645-7716.

**10. Lodging:** The following hotels have blocked rooms at listed rates for attendees, or are taking reservations for WLTW 2004. (Disclaimer: The hotels listed have agreed to reserve a block of rooms to accommodate attendees. However, the listing of a hotel herein does not constitute endorsement by the US Army of the listed hotel, its services, or any of its amenities. Neither the US Army nor any other agency of the US Government exercises control over the products or services provided by the listed hotels.) Any blocked rooms for which no reservation has been made by the applicable release date are subject to being released to the general public and/or other government travelers by the release date shown. Some hotels have provided a toll-free number for reservations; datafax numbers and e-mail addresses by which you may make reservations may also be specified. As of 1 October 2003, per diem rates for Huntsville, AL, will be \$106 a day (\$67 a day for lodging and \$39 a day for meals and incidentals) This list will be updated as blocks are filled and hotels will be added to the list as needed. Amenities at all facilities are subject to change. All hotels/motels listed below are within a 20 miles radius to Redstone Arsenal, AL.

### \*\*\*NOTES:

When making reservations, specify that you will be attending the “Worldwide Logistics Training Workshop” to make sure that your room is taken from the block of rooms set aside for this purpose; also, verify the cost of the room at that time. Certain taxes and fees are charged for each hotel room rental: Alabama tax - 10% of base room rate, and Huntsville fee - \$1 per night. State and local codes do not provide exemption from these for federal employees. These fees will sometimes increase your lodging costs to slightly more than the lodging portion of the per diem. Some, but not all, will absorb these fees by corporate policy. If they do, they may ask for an exemption form to be completed.

\*\* When you make your reservation, ask if the hotel you are making a reservation with will accept a tax exemption form. Please bring one with you from your home station, if the reservation clerk says one can be turned in. These hotels, however, are not required to absorb this cost—state laws on such tax exemptions vary from state to state.

If the hotel does not absorb that cost, you can request that the amount above the lodging portion of your per diem amount be reimbursed on your travel voucher.

## Hotels

### **a. Bevill Conference Center & Hotel**

550 Sparkman Drive, Huntsville, AL 35816  
Phone: (256) 721-9428  
Fax: (256) 824-6679  
Toll free: 888-721-9428  
E-Mail: grillij@email.uah.edu  
Rate: \$62.00 plus tax/fee

#### **25 rooms**

Amenities: Laundry, TV, coffee pots, shuttle service, continental breakfast, microwave in lobby on each floor, iron, ironing boards, fitness center, and free local calls.

### **b. Candlewood Suites**

201 Exchange Place, Huntsville, AL 35806  
Phone: (256) 830-8222, 800-229-6668  
FAX: (256) 837-5720  
E-Mail: cand1182@candlewoodsuite.com  
Rates: \$67.00 plus tax/fee

#### **50 suites**

Amenities: Microwave, fridge, stove, coffee maker, dishwasher, and icemaker. TV, CD player, CD and movie library, recliner, fitness center, two phone lines, voice mail, speaker phone, free local phone calls, free laundry facilities, snack bar.

Close to shopping and restaurants.

### **c. Country Inn & Suites**

4880 University Drive, Huntsville, AL 35816  
Phone: (256) 837-4070, toll free 800-456-4000  
FAX: (256) 837-4535  
RATE: \$67.00 plus tax/fee

#### **50 rooms**

Amenities: Continental "plus" breakfast, free local calls, 24-hour coffee, cookies, and fruit in lobby. Outdoor pool, indoor whirlpool and sauna, exercise facility, on-site laundry, 36 cable channels with HBO, refrigerator in each room, microwave in suites, in-room coffee makers, iron and ironing board, hairdryer, airport shuttle. Convenient to restaurants and shopping.

### **d. Courtyard By Marriott**

4804 University Drive, Huntsville, AL 35816  
Phone: (256) 837-1400, toll free 800-321-2211  
Fax: (256) 837-3582  
RATE: \$67.00 plus tax/fee

#### **25 rooms**

### **e. Days Inn Madison**

102 Arlington Drive, Madison, AL 35758  
Phone: (256) 772-9550, toll free 800-329-7466  
RATE: \$46.00 - \$52.99 plus tax/fee

#### **76 rooms**

Amenities: Free local calls, cable TV with remote and HBO, free deluxe continental breakfast; on-site laundry facilities; many rooms with microwave and refrigerator.

### **f. Guesthouse Suites**

4020 Independence Drive, Huntsville, AL 35816  
Phone: (256) 837-8907, toll free 800-214-8378  
FAX: (256) 837-5435  
E-Mail: ghs1@highway.net  
RATE: \$67.00

#### **40 rooms**

Amenities: Mon thru Thurs: evening social, continental breakfast every day, all rooms have fireplace, queen size beds, sofa sleeper; fully equipped kitchen and free local calls.

### **g. Hampton Inn – Arsenal/South Parkway**

501 Boulevard South, Huntsville, AL 35802  
Phone: (256) 882-2228  
FAX: (256) 882-1129  
Rate: \$67.00 plus tax/fee

#### **50 rooms**

Amenities: Complimentary continental breakfast buffet, free local phone calls, no surcharge for long distance calls made directly with guest calling card, complimentary copy of USA Today, 60-cable channels including HBO and CINEMAX, complimentary passes to offsite full-service fitness facility, in-room coffee makers, complimentary coffee and tea in lobby. Near shopping and restaurants.

### **h. Hampton Inn – Huntsville/Madison**

9225 Madison Boulevard  
(Mail) P.O. Box 1217  
Madison, AL 35758  
Phone: (256) 464-8999, FAX: (256) 464-5313  
Rate: \$67.00 plus tax/fee

#### **50 suites**

Amenities: Studio suite with one queen bed, sofa sleeper, and full bath, living area with fireplace, full kitchen, complimentary continental breakfast, manager's reception weekdays with free snacks, beer, and wine, use of sport court, outdoor heated pool, hot tub, free use of nearby fitness center, on-site laundry, airport shuttle, free newspaper, all rooms have refrigerator, microwaves, iron and ironing board, hair dryer, free local calls, in-house movie rental, business center and lodge net.

### **i. Hilton Huntsville**

401 Williams Avenue, Huntsville, AL 35801  
Phone: (256) 533-1400, toll free 800-445-8667  
FAX: (256) 534-4581  
RATE: \$67.00

#### **150 rooms**

Amenities: business center with internet excess, 10 minutes from Arsenal, in heart of downtown Huntsville, iron and ironing boards in room, coffee maker.

### **j. Holiday Inn Research Park**

5903 University Drive, Huntsville, AL 35806  
Phone: (256) 830-0600, toll free 800-845-7275  
FAX: (256) 830-9848  
E-mail: hsrp@aol.com Web: www.holiday.inn.com/huntsville  
RATE: \$67.00 plus tax/fee

#### **83 rooms**

Amenities: Adjacent to Madison Square Mall and other shopping, restaurant and lounge, indoor/outdoor pool, sauna, exercise facility. Laundry and same-day dry cleaning services. Shuttle to/from airport.

### **k. Holiday Inn Express and Suites**

3808 University Dr., Huntsville, AL 35805  
Phone: (256) 721-1000, toll free 800-345-7720  
FAX: (256) 722-2016  
RATE: \$67.00 plus tax/fee

#### **70 rooms**

Amenities: Newly remodeled with interior entrance only. Full service property with restaurant and lounge, coffee makers, hairdryers, irons and ironing boards, 61-cable channels, HBO, pay-per-view movies, and video games. Dataports in each room, refrigerator and microwaves in each suite. Full business center in lobby with PC, copier, fax, printer, Internet access, and ATM. Complimentary deluxe continental breakfast.

### **l. Holiday Inn West I-565**

9035 Madison Blvd., Madison, AL 35758  
For Mail: P.O. Box 6290 Huntsville, AL 35824  
Phone: (256) 772-7170, toll free 800-826-9563  
FAX: (256) 464-0762  
E-Mail: hiwhsvat@bellsouth.net  
RATE: \$67.00 plus tax/fee

#### **50 rooms**

Amenities: iron, ironing boards in rooms, plus coffee makers, lounge, full restaurant, hot tub outside, free local calls, business center with internet.

### **m. La Quinta East**

3141 University Drive, Huntsville, AL 35816  
Phone: (256) 533-0756, toll free 800-531-5900  
FAX: (256) 539-5414  
RATE: \$58.99 - \$65.99 plus tax/fee

#### **50 rooms**

Amenities: Free local calls, complimentary continental breakfast, in-room coffee makers. In-room microwave and refrigerator based on availability. 25" color TV with expanded selection of free television channels, on demand pay-per-view movies and in-room video games. Same-day laundry and dry cleaning service, guest laundry facilities on property. Outdoor swimming pool, access to nearby health club. Near restaurants, Madison Square Mall, and movie theater. Dataport phones.

## Hotels *(continued)*

### ***o.* Ramada Inn**

8716 Madison Boulevard, Madison, AL 35758

Phone: (256) 772-0701

FAX: (256) 772-8900

Rate: \$70.00 plus tax

#### **100 rooms**

Amenities: Continental breakfast at All-Stars Restaurant, free local phone calls, USA Today, tennis court, outdoor swimming pool, guest privileges at nearby fitness center, near U.S. Space and Rocket Center, golf, the airport, shopping, and restaurants. In-room coffee makers and dataports. Free shuttle to/from airport.

### ***p.* Radisson Inn**

6000 South Memorial Parkway, Huntsville, AL 35802

Phone: (256) 882-9400, toll free 800-333-3333

FAX: (256) 882-9684

E-MAIL: amy.miller@radisson.com

RATE: \$67.00 plus tax

#### **50 rooms**

Amenities: Easy access to Redstone Arsenal Gate 1. Restaurant and lounge on site, and seven restaurants within walking distance. 2-3 miles from Parkway Place Mall. Complimentary guest laundry facility and exercise facility on site. Microwave, refrigerator, coffee maker, hair dryer, iron and ironing board, radio alarm clock. Cable TV with premium channels, in-room movies, and video games. High speed Internet access.

### ***q.* Radisson Inn Huntsville Airport**

8721 Madison Boulevard

Madison, AL 35758

Phone: (256) 772-8855, toll free 800-882-3067

FAX: (256) 464-0783

E-Mail: rhi\_mads@radisson.com

Rate: \$67.00

#### **50 rooms**

### ***r.* Redstone Arsenal Lodging**

Bldg 244, Goss Road, Redstone Arsenal, AL 35898

Phone: (256) 876-5056, DSN 767-5713

FAX: (256) 876-2929

E-Mail: juliastory@redstone.army.mil

Web: www.redstonemwr.com

Rate: \$48.00 - \$56.00

#### **100 rooms**

Amenities: Located on Redstone Arsenal. Near PX, commissary, and Officers Club.

## **11. Rental Car Companies in surrounding area:**

- |  |                                  |
|--|----------------------------------|
| <b><i>a.</i> Alamo Rent a Car</b>            | (800) 327-9633                   |
| <b><i>b.</i> Americar Rental System</b>      | (256) 890-0084                   |
| <b><i>c.</i> Avis Rent a Car</b>             | (800) 831-2847 or (256) 539-8483 |
| <b><i>d.</i> Budget Car and Truck Rental</b> | (800) 527-0700                   |
| <b><i>e.</i> Dollar Rent a Car</b>           | (800) 800-4000                   |
| <b><i>f.</i> Enterprise Rent a Car</b>       | (800) 736-8222 or (256) 464-5609 |
| <b><i>g.</i> Hertz Rent a Car</b>            | (256) 772-9331 or (800) 654-3131 |
| <b><i>h.</i> National Rent a Car</b>         | (256) 772-9336 or (800) 227-7368 |
| <b><i>i.</i> Thrifty Rent a Car</b>          | (256) 772-9653 or (800) 847-4389 |
| <b><i>j.</i> U-Save Auto Rental</b>          | (256) 536-6313                   |

## **12. The WLTW POC is located at the following e-mail address :**

e-mail, [amxlsms@logsa.redstone.army.mil](mailto:amxlsms@logsa.redstone.army.mil)



## Redstone Arsenal Gate Hours

**Please note:** Due to security at Redstone Arsenal, it is important that you pre-register for the 2004 Worldwide Logistics Training Workshop. All vehicles must have a gate pass to gain entry to Redstone Arsenal. Registered attendees names will appear on an official list to facilitate entry to the Arsenal.

### Requirements to Enter Redstone Arsenal:

- Valid Driver's License
- No Weapons or Other Contraband
- One Form of Picture ID
- Tag Receipt or Rental Contract
- Proof of Insurance (if using POV)

### Redstone Arsenal Gate Hours:

As of 8 Jan., 2004, Gate 8 hours have been extended. Please find listed below the updated list of current Gate Hours.

**Note:** *Hours are Subject to Change*

**Special note:** \*\* Due to increased security, portable barricades have been positioned for random anti-terrorism security measures. Due to the height of the barricades, low-clearance vehicles should not use traffic lanes in which the portable barricades have been positioned. \*\*



Gate	Entrance	Hours
1	Martin Road East	M - F 5:30 AM - 12:00 AM; Sat., Sun. & Holidays 6:00 AM - 12:00 AM (Note: M-F -- 0530-0815, in-bound traffic only; 1500-1800 out-bound traffic only.)
3	Redstone Road	M - F 5:30 AM; Closed Sat., Sun. & Holidays
4	Patton & Neal Roads --	open.
7	Martin Road West	M - F 6:00 AM - 6:00 PM; Closed Sat., Sun. & Holidays
8	Goss Road East	Open 7 days a week 6:00 AM - 10:00 PM Note: No Visitor Passes will be issued at Gate 8; Proper ID and Decals will be required.
9	Research Park Blvd.	Open 24 Hours (Note: 0530-1030, right in-bound lane is for vehicles only with 3 or more occupants.) The turnaround at the intersection of Rideout Road and Overlook Road will be open for access from 2000 - 0400 hours, Monday - Friday and 24 hours a day, weekends and holidays. The turnaround south of Gate 9 on Rideout Road will continue to remain open 24 hours a day.
10	Patton Road North	Open daily 5:30 AM - 12:00 AM



# Worldwide Logistics Training Workshop

## 8 - 12 March 2004

Redstone Arsenal, Alabama

Hosted by: USAMC LOGSA

Location: Bob Jones Auditorium of the Sparkman Center

**Part I: General Information:** *(please type or print)*

Dept. of Army

Civilian Grade: \_\_\_\_\_

Please circle:            Mr.       Ms.       Mrs.       Dr.

Military Rank: \_\_\_\_\_

\_\_\_\_\_  
Name (first / middle initial / last)

\_\_\_\_\_  
Name of Company, Firm, or Unit *(do not abbreviate)*

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Office Telephone No.

\_\_\_\_\_  
Fax Telephone No.

\_\_\_\_\_  
DSN

\_\_\_\_\_  
Job Title and Affiliation

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Emergency POC:

\_\_\_\_\_  
Telephone:

**Part II: Special Provisions:**

Do you have Special Needs?

Yes ☐

No ☐

Special Needs Description: *please enter anything you require* (for example: visual or hearing impaired, wheelchair access, etc.) \_\_\_\_\_

**Part III: Payment:**

Registration Fee:       \_\_\_\_\_ \$100 U.S. Government       \_\_\_\_\_ \$150 Non-Government

**ONLINE REGISTRATION IS AVAILABLE AT <http://wltw.logsa.army.mil> or Fax registration form to: DSN 645-0872 or Commercial (256) 955-0872. Attn: Marcia Byrnes.** The Advance Registration Deadline is Friday, 27 February. The \$100 government/ \$150 non-government registration fee will be due in full at onsite registration check-in. Payment is acceptable in personal checks, money orders, or cashier's checks made payable to "Defense and Accounting Services St. Louis" or "DFAS". Credit card payments will not be accepted.

## EXHIBITOR Prospectus

WLTW Conference • Redstone Arsenal, AL

March 8 - 12, 2004

## WLTW Exhibit Rules and Regulations

### • Eligibility:

Exhibit Space is assigned in accordance with your requests based on a first come- first serve basis.

### • Installation and Breakdown:

Installation of Exhibits may commence at 8:00am on Friday, March 5, 2004. All exhibits must be assembled and be fully operational by 8:00am, Monday, March 8, 2004.

In the event an exhibit is not fully assembled and operational by 8am, Monday, March 8, 2004, the WLTW staff reserves the right to remove all exhibit material and repossess all rights to the exhibit area. The Exhibitor will be considered in default of the signed contract and will not be entitled to any refund for such exhibit space.

Dismantling of exhibits may start after 12pm on Friday, March 12, 2004, and should be completed by 5pm, Friday, March 14, 2004. Exhibits may not be dismantled prior to 12pm on Friday, March 12, 2004.

### • Hours and Manning of Exhibits:

*Show hours for the 2004 WLTW Convention are anticipated to be:*

Monday	March 8, 2004:	7:00 a.m. – 5:00 p.m.
Tuesday	March 9, 2004:	7:00 a.m. – 5:00 p.m.
Wednesday	March 10, 2004:	7:00 a.m. – 5:00 p.m.
Thursday	March 11, 2004:	7:00 a.m. – 5:00 p.m.
Friday	March 12, 2004:	7:00 a.m. – 12:00 p.m.

All booths should be fully staffed during these hours. Admittance to the Exhibit Hall will be by appropriate badge only. Badged exhibitors will have access set-up and tear-down. On show days, badged exhibitors will have access during the exhibit hours only.

### • Security:

It is the responsibility of the Exhibitors to protect their own exhibits and property. Exhibitors may provide any additional security measures they deem appropriate and are asked to provide written notification of their individual security measures to the WLTW in advance of the WLTW Conference.

### • Liability:

The WLTW staff, its officers, directors, agents, and all organizations and individuals who are employed by the LOGSA in connection with the 2004 WLTW Conference, shall not be responsible for any loss resulting from accident, fire, or theft of any exhibit or parts of exhibit, or for any cause whatsoever, including accident or injury to exhibitors, their employees, agents, the public and others, during, or subsequent to, the period covered by the exhibit space contract.

The Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and hold harmless the LOGSA and their employees and agents, against all claims, losses, and damages to persons and property, governmental charges, or fines and attorney's fees arising out of or caused by the Exhibitor's installation, removal, and maintenance of its exhibit, or occupancy, or use of exhibition premises or a part thereof.

The Exhibitor further agrees to pay the Bob Jones Auditorium for any or all damages to the building or its equipment incurred through carelessness or otherwise by the Exhibitor or its agents.

In addition, the Exhibitor acknowledges that the WLTW and the LOGSA do not maintain insurance covering Exhibitor's property.

### • Certificate of Insurance:

On signing the contract, the Exhibiting firm must provide the WLTW with a Certificate of Commercial General Liability Insurance, including contractual liability with limits of liability of at least \$1,000,000 per occurrence bodily injury and property damage combined and \$1,000,000 annual aggregate.

### • Fire Regulations:

All city, state and Federal fire laws must be strictly observed. Wiring must comply with Fire Department and Underwriter rules. Aisles and fire exits cannot be blocked by exhibits. No decorations of paper, pine bough, leafy decorations, or tree branches are allowed. All muslin, velvet, or any other cloth decorations must stand a flameproof test as described by the local Fire Ordinances.

### • Exhibitor Badges:

As a service to our exhibitors, Exhibit Hall badges will be provided free of charge to all Exhibitors and will entitle the bearer access to the exhibit hall during scheduled hours.

### • Restrictions:

The formal notice of space assignment constitutes the completed agreement for the right to use the allotted space. In the event of fire, strike, or other circumstances beyond the control of the WLTW, which prevents the use of the Exhibitor's space, the contract will not be binding. The Exhibitor, by virtue of accepting the allocated space, accepts and agrees to the rules, regulations and exhibit hours contained within these rules and regulations and exhibitor bulletins.

Any violation of the WLTW rules and regulations constitutes a breach of this contract. The WLTW reserves the right to cancel any contract with any Exhibitor at any time prior to or during the conference.

No Exhibitor shall assign, sublet, or share the whole or part of the space assigned without the knowledge and written consent of the WLTW. All demonstration, sounds, advertising material, publications, etc., must be contained within the exhibit space utilized by the Exhibitor. Aisles must be kept clear. Booth signs, listings, programs, etc., will carry only the name of the contracting firm unless other arrangements have been given prior written approval by the WLTW.

### • Fees:

Display space is available in 10' x 10' increments. Each 10' x 10' booth space will be charged \$200.00. Checks should be made payable to DFAS, (Defense Finance and Accounting System).

### • Cancellations:

Exhibitors may cancel or reduce the exhibit space rented without penalty by submitting written notice to the WLTW no later than February 20, 2004. No refunds will be made whose written notice of cancellation or reduction is received by the WLTW after February 20, 2004. Postmarks will govern.

### • WLTW Point of Contact:

*Exhibitors are to return their completed exhibit space contracts and payment (made to DFAS) in full to:*

### Worldwide Logistics Training Workshop

USAMC-LOGSA, AMXLS-CS, Building 5307 Sparkman Complex,  
Redstone Arsenal, AL, Attn: Camille Gardner  
Telephone: (256) 955-0661 Fax: (256) 955-0659

**Contract for Exhibit Space**  
**Worldwide Logistics Training Workshop**  
**March 8-12, 2004, Redstone Arsenal, Alabama**  
**Hosted by: USAMC LOGSA**  
**Location: Bob Jones Auditorium of the Sparkman Center**

Application is hereby made for display space in the exhibit area at the 2004 WLTW to be held at the Bob Jones Auditorium, Redstone Arsenal, Alabama.

We have read, understand, and agree to abide by the WLTW Exhibit Rules. Display space at the WLTW is available at the rate of \$200.00 per 10' x 10' assignment.

We understand that space will not be considered officially confirmed unless this signed contract and payment in full are received by the WLTW, and insurance requirements have been met. Exhibit space sales made after February 20, 2004 are not refundable. Exhibit space is assigned in accordance with your requests based on a first-come first serve basis. We further understand that is none of the space preferences requested are available, then we may be assigned other space comparable in location.

***General Information:***

1. Name of Exhibiting Organization: \_\_\_\_\_

2. Enclosed is \$ \_\_\_\_\_ for \_\_\_\_\_ Display Spaces; Dimensions are 10' x 10'.

3. All material regarding the Worldwide Logistics Training Workshop should be sent to:

\_\_\_\_\_  
Name (first/ middle initial/ last)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Office Telephone No.

\_\_\_\_\_  
Fax Telephone No.

\_\_\_\_\_  
DSN

\_\_\_\_\_  
Job Title and Affiliation

\_\_\_\_\_  
E-Mail Address

4. Additional Exhibitor Badges for Exhibit Personnel Only:

\_\_\_\_\_  
Name (first/ middle initial/ last)

\_\_\_\_\_  
Name (first/ middle initial/ last)

5. Submitted by: \_\_\_\_\_ Telephone: \_\_\_\_\_

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please complete the above information and return this contract with payment in full.***

ONLINE EXHIBITOR REGISTRATION AVAILABLE (<http://wltw.logsa.army.mil>) or fax registration form to: DSN 645-0872 or Commercial (256) 955-0872. Attn: Marcia Byrnes. Payment is acceptable in personal checks, money orders, or cashier's checks made payable to "Defense and Accounting Services St. Louis" or "DFAS". Credit card payments will not be accepted.

***Questions regarding Exhibition may be addressed to:***

**USAMC-LOGSA, AMXLS-CS**

Building 5307 Sparkman Complex, Redstone Arsenal, AL 35898-7466.

Telephone: 256-955-0661 Fax: 256-955-0659. DSN Fax: 645-0659.

Email: [camille.gardner@logsa.redstone.army.mil](mailto:camille.gardner@logsa.redstone.army.mil).